

ARIZONA NATIONAL GUARD



HUMAN RESOURCES OFFICE

MERIT PLACEMENT PLAN

ANG/ARNG EXCEPTED SERVICE
ANG AGR & COMPETITIVE SERVICE



**MERIT PLACEMENT PLAN
ARIZONA NATIONAL GUARD**

Summary:

This regulation establishes policies and procedures for filling vacancies within the Agency with the merit placement requirements set forth by the Office of Personnel Management, National Guard Bureau and applicable directives.

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This directive supersedes DEMA DIRECTIVE 25-6, Merit Placement Plan, Excepted, Air National Guard Active Guard and Reserve and Competitive Service, dated 1 October 1998.

SECTION 1. GENERAL

1-1. REFERENCES

- a. NGB Technician Personnel Regulation 300(335), Merit Placement for National Guard Technicians
- b. NGB Technician Personnel Regulation 303, National Guard Technician Dual Status Compatibility
- c. 32 USC, 709
- d. 5 CFR (Code of Federal Regulations)

1-2. PURPOSE. This Plan establishes policies and procedures for filling all Excepted and current National Guard Competitive employees, technician NDS-New Appointments and ANG Active Guard and Reserve (AGR) vacancies within the Agency with qualified applicants and provides the opportunity for Agency employees to compete for advancement. This Plan complies with the merit placement requirements set forth by the Office of Personnel Management and instructions published by the National Guard Bureau. In addition, this Plan reflects the views, recommendations, and contributions of managers, employees, and employee representatives of this agency. Army National Guard AGR placement policies, procedures, and guidance are covered in AZ ARNG Regulation 600-5 and are not covered by this directive.

1-3. POLICY. This Merit Placement Plan is a selection policy based upon the principles of announcements open to the widest possible pool of applicants, and competitive evaluation of applicants, to ensure the placement of the best possible applicant into positions within the Arizona National Guard. To this end, the Human Resources Officer is responsible to The Adjutant General (TAG) to ensure:

- a. All Excepted and Competitive technician and AGR positions are filled solely on the basis of merit, as prescribed by law and regulations.
- b. All employees covered by the Plan are provided maximum opportunity to compete for promotion opportunities but are not guaranteed promotion.
- c. Positive action is taken by management to identify and eliminate any barriers to equal employment opportunity.
- d. Affirmative action is taken to assure local recruitment efforts reach potential employment sources, including qualified minority and female applicants.
- e. Arizona National Guard members with Indefinite or Permanent appointments, or serving on full time military tours (AGR, Title 10, etc.) who do not have reinstatement eligibility, or competitive employees, and State of Arizona employees whose state positions require military membership in the National Guard of Arizona are deemed full time employees for purposes of recruitment within this Plan.

1-4. APPLICATION. This Plan applies to supervisory and non-supervisory General Schedule (GS) and Federal Wage System (WG, WL, WS) Excepted, Competitive, and ANG AGR positions of the Arizona National Guard.

1-5. NEGOTIATED AGREEMENTS. Where the provisions of local negotiated agreements differ from the provisions of the Plan, **the negotiated provision will take precedence.**

1-6. REGULATIONS OF HIGHER AUTHORITIES. Where this Plan is silent regarding certain aspects of the Merit Placement Program, the provisions in regulations of higher authorities will apply.

1-7. PROGRAM INFORMATION. The Freedom of Information Act and the Privacy Act impact significantly on the collection, use, and availability of data essential to operations under this Plan. The Human Resources Officer will ensure that all actions under the Plan conform to these laws.

SECTION 2. PLACEMENT PROCEDURES

2-1. COMPETITIVE ACTIONS. The competitive procedures outlined in this Plan apply to the filling of all vacancies that provide employees an opportunity for promotion or placement. Excepted employees and AGRs MUST compete for Competitive positions. All positions will be competed except for those specifically listed below in Paragraph 2-2, Non-Competitive Actions.

2-2. NON-COMPETITIVE ACTIONS. The placement actions indicated below may be accomplished without regard to the competitive procedures of this Plan. The justification for use of these provisions will be fully documented on the SF 52-B processed in each case.

a. Management-Directed Reassignments (MDR) that do not involve promotion or known promotion potential.

b. Temporary promotion to a higher-graded position. A temporary promotion will not exceed 120 days. **Temporary promotions will not be used to backfill vacancies advertised as “open and continuous”.**

c. Temporary promotion or detail to either a higher-graded position or one with known promotion potential if the action is for less than 120 days.

d. Detail to a higher -, or lower-graded position. Details will not exceed one year. A detail will be used for temporary position changes of less than 30 days. Detail time periods will not be used as qualifying experience toward higher-graded positions.

e. Placement of individuals having statutory, regulatory, or restoration rights, for example, employees returning from military service, those employees impacted by Reduction In Force (RIF) action, reemployment of former employees separated by Reduction In Force whose names appear on the Reemployment Priority List.

f. Temporary Appointments: Non-competitive temporary appointments will be limited to 180 days in a 12-month period. These appointments are primarily intended to provide temporary workload relief during the period of the competitive hiring process, to reduce backlogs, provide relief for unexpected workloads, or to overlap an incumbent due to illness, injury, retirement, separation, or mobilization. Work requirements in excess of 180 days will be filled through a competitive process only. To place a temporary employee under these provisions, an SF 52-B, OF Form 612 or a resume, and an SF 306 must be submitted to arrive at the HRO at least **ten working days prior to the start of the pay period.** **Temporary appointments will be made effective the first working day of the pay period.** All temporary technicians must meet the minimum specialized experience criteria for the position they are to fill.

g. Promotion of incumbents resulting from the upgrade of a position without significant change in duties and responsibilities due to issuance of a new or revised classification standard or the correction of a classification error, provided the employee meets the legal qualification requirements for the higher-graded position. If the incumbent is not promoted, they must be removed from that position through appropriate procedures outlined in TPR 715, para 2-2, or applicable military regulations for AGR employees.

h. Over-graded employees entitled to grade retention as a result of Reduction In Force or reclassification will be afforded priority placement to positions for which they meet the minimum specialized experience requirements and military qualifications. Such priority placement efforts will **precede** normal placement actions, including special consideration for promotion (See APPENDIX B).

i. Key Staff Appointments: Excepted or AGR employees may be appointed to key staff positions by The Adjutant General, or designee, without competition IAW the most current policy issued by NGB on date of appointment. The list of positions considered "key staff" is included as part of the NGB policy. Individuals appointed using this provision may convert from Excepted to AGR, or AGR to Excepted without competition as long as a resource is available. Competitive positions are not appropriate for key staff positions.

j. Career Promotions. Competitive procedures will not apply to the authorized "career promotion" listed below. The justification for use of "career promotions" and fulfillment of qualitative requirements will be documented full on the SF 52-B. Career promotion is made without new competition when:

1) The incumbent of a position was selected competitively, and the intention to prepare the selectee for the grade level now being filled was made a matter of record. Promotion of employees under these provisions will be made after documented performance and qualification data indicate that they have demonstrated that they are performing the higher-grade duties and responsibilities successfully. Merely meeting the time requirements for the higher grade is not an automatic guarantee that the employee possesses sufficient knowledge, skills, and abilities to perform successfully at the higher level.

2) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

3) Selection of an applicant from the Priority Placement Program (PPP) register for a position at the same or lower grade than the one last held in the Competitive service.

4) Promotion to a grade or position from which an employee was demoted without personal cause and not at his or her request.

k. Employment or reinstatement of a previously employed Excepted Arizona National Guard technician who served in a permanent or indefinite full time status in this agency for a period of three years or more, who resigned from this agency to accept an appointment in another federal agency, and has been separated from this agency for less than 12 months. In order for a former employee to be considered for reinstatement, the HRO must receive a written request in a memorandum format from the requesting supervisor that fully justifies the reason(s) for reinstatement. The request for reinstatement must include the employee's last two AZNG technician performance appraisals which must be at the fully acceptable performance rating level. Individuals may only be re-instated to a vacant, funded position at the same tenure, pay schedule, grade, and position series from which they resigned. The final approval authority for all re-instatement requests is the Human Resources Officer or designee, and cannot be grieved if denied.

2-3 SETTING RATES OF PAY.

a. Rates of pay will be set in accordance with Title 5 US Code: Government Agencies and Employees, and 5 CFR (Code of Federal Regulations) with related supplements for General Schedule employees and for individuals employed under the Federal Wage System. The "Highest Previous Rate Rule" will be applied in determining an employee's rate of basic pay upon employment, reassignment, promotion, demotion, or change in type of appointment, except in the following circumstances:

1) AGR time is not deemed employment in the federal government within the context of the highest previous rate rule.

2) Employees receiving a temporary appointment to a Federal technician position will have their rate of pay set at Step 1 of the grade appointed to, unless converted without a break in service (3 days or less) from a position where they had a permanent or indefinite appointment at a higher rate of pay.

3) Employees returning to the federal workforce after a break in service of **5** years or more.

b. The Human Resources Office will monitor placement actions for both General Schedule and Federal Wage System employees to ensure applicable experience levels are met prior to advancing in positions with known promotion potential.

SECTION 3. ADVANCE PLANNING

3-1. POSITION STRUCTURING AND STAFFING CONCERNS. To determine the most desirable and effective staffing action to be taken, the following should be considered:

- a. Funding or budgetary constraints.
- b. Should the position be filled from within the existing workforce or from outside the organization?
- c. Should the employee be:
Temporary, indefinite, or permanent?
Full-time, part-time, or intermittent?
Excepted (dual status) or Competitive (non-dual status)?
- d. Do the objectives of Equal Employment Opportunity reveal the need to redesign the vacated position to provide opportunities for employment and advancement of current full time employees?
- e. Can the position be filled using multiple grade levels? Recruitment at a lower grade (for "developmental" or multi-graded positions) will be structured within the proper grade span established by Federal job grading standards. Promotion to the higher grade may be made once requirements are fully met. Supervisor will state on the SF 52, "Request for promotion," that the employee clearly demonstrates the ability to perform at the higher grade. If the Selecting Supervisor is recruiting strictly at the lower grade level(s) with the intent to promote to the authorized grade level at a later date, the authorized grade will be shown on the announcement as Known Promotion Potential.
- f. Are there available applicants qualified to perform the duties of the position?
- g. What are the qualification requirements of the position? Will the use of multiple-graded positions vary them?
- h. Do the Knowledge, Skills, and Abilities (KSAs) accurately reflect what is necessary to successfully perform the job?
- i. Will this placement create a grade inversion issue? (Grade inversion is prohibited; see Paragraph 7-5 j).
- j. Can a detail action be used in lieu of temporary promotion?
- k. Are compatible military assignments available at the desired grades?
- l. Should an open announcement be used?

3-2. REASSIGNMENTS. Vacant positions may be filled through reassignments to preclude formally announcing the position. This is a basic management right and should always be considered before requesting to announce a position. Individuals being reassigned must still meet the qualification requirements of the position to which they are reassigned. If the Selecting Supervisor wishes to consider full time employees for reassignment they must follow the procedures below.

- a. The Selecting Supervisor should contact HRO for a listing of all full time employees in the same position series and grade.
- b. **All** full time employees in the same Position Series and Grade must be notified by either e-mail or posted notice that a potential for reassignment exists.

c. Notice must state that interested applicants must submit a written request for consideration that details their experience to include their knowledge, skills, and abilities for the position.

d. The Selecting Supervisor must allow 7 work days from time of notice to ensure all employees in the same grade and series have an opportunity to indicate their desire to be considered for reassignment.

e. The Selecting Supervisor will review all requests for reassignment and conduct one-on-one interviews or convene a panel of at least three members. Interviews may be conducted either in person or via telephone (IAW provisions in this Plan). The Selecting Supervisor or Selection Board will then choose the applicant that best meets their mission and position requirements. This selection will be documented in memorandum format and attached to the SF 52-B used to request the reassignment.

f. All applicants will be contacted in person or via e-mail, informing them of selection or non-selection. The Selecting official will be responsible for maintaining and filing all records and documentation created during the process.

g. Reassignments are considered voluntary and PCS funding is not authorized.

h. The HRO will not manage this process nor take action in grievances that may be filed in regard to the process. Non-selection is not grievable.

3-3. PART TIME EMPLOYMENT. Scheduled work between 16 and 32 hours per week performed by Excepted or Competitive employees. Part-time employment permits and encourages the kind of flexibility that results in improved efficiency and productivity. It also makes employment available to individuals who can only work part-time.

a. Part time permanent employees are generally eligible for the same benefits as full time permanent employees including leave, health insurance and retirement, however, the cost of health insurance is higher than what a full-time employee pays and leave accrual is prorated based on the number of hours worked.

b. Full-time employees may request and be considered for part-time employment, however, this is at the discretion of the supervisor.

c. The same procedures used to fill full-time positions will be used to fill part-time positions.

d. A part-time technician with a work schedule of not more than 20 hours per week will count as one-half a technician against the employment ceiling. More than one part-time technician may be assigned against a full-time position, as long as the total work schedule for all employees assigned to the position does not exceed 40 hours in a workweek. The total employment authorization cannot be exceeded.

SECTION 4. FILLING POSITIONS COMPETITIVELY

4-1. REQUEST FOR FILLING VACANCY. The first step in filling vacant positions is to submit an SF 52-B "Request For Fill" to the HRO. For examples on completing this form, please visit the HRO web site at www.azguard.gov/hro. The Position Description (PD) will provide the basis for some decisions when filling out this form, such as type of appointment, authorized military grade, technician grade, skills, etc. **Dual announcements (open to both AGR and Technician) will not be permitted if an AGR or Technician resource is not available at the time the Request For Fill is submitted to the HRO for action(both resources must be available and approved for use).** Additionally, for ANG, a Manpower Change Request (MCR) must be submitted through the HRO and HQ and approved by NGB prior to placement. Supervisors must annotate the following, as appropriate, on the SF 52-B:

- a. Position, title, job number, grade(s), activity, and location.
- b. Action requested, requested by, and approved by. Additionally, ANG units must have annotated approval from the appropriate Comptroller on the SF 52-B, since these resources are managed at the Wing level.
- c. Recommended area of consideration (where the pool of applicants will come from).
- d. Type of appointment.
 - 1) **Indefinite appointments will be used to backfill positions left vacant by employees entering Title 10 or Title 32 military orders with re-employment rights (IAW USERRA law).**
 - 2) Temporary appointments may be used to backfill positions left vacant but encumbered due to mobilization or other real world contingency requirement.
- e. Announcements must specify Excepted, Competitive, or AGR. Vacancies may be dual-, or triple-announced (ANG AGR, Excepted, and Competitive) as allowed by the Position Description (PD) and unit manning documents (ANG) or full-time manpower voucher (ARNG). ARNG positions may not be dual announced except as directed by The Adjutant General. ARNG employment resources and authorities may not be changed without The Adjutant General's approval based on ARNG Manpower Voucher policies.
- f. Military requirement: Must specify officer, warrant officer, or enlisted. (NOTE: The Position Description will determine the military requirement options; Selecting Supervisor may choose any or all options).
- g. Appropriate military grade or range of grades permissible. Grade inversion rules must be taken into consideration.
- h. Military specialty required (AFSC/MOS) within the guidelines established by the NGB Compatibility criteria and ANG Unit Manning Documents .
- i. Selective placement factors such as required military skill level, minimum military grade, and earliest fill date.
- j. Conditions of employment. These will be listed as NOTES under the AREA OF CONSIDERATION on the announcement and include such conditions as rotating shifts, driver's license requirements, and ability to attain appropriate security clearance.
- k. Known promotion potential.

I. Previous employee assigned to the position or pending loss must be listed as "vice" on the SF-52-B. If this is a new or previously unfilled position, indicate such on the SF-52-B.

4-2 VACANCY ANNOUNCEMENTS. Vacancy announcements will be used in competitive actions to locate applicants for all positions covered by this Plan. Vacancy announcements will be published and e-mailed by the Human Resources Office to the Selecting Supervisor or point of contact. **Copies will be posted at the Human Resources Office, on all official bulletin boards, and on the HRO website (www.azguard.gov/hro).** Announcements will normally be open for a minimum of two weeks; announcements published for nationwide distribution will be open for at least four weeks. Consideration should be given to having the announcement open a scheduled UTA weekend to allow all qualified AZNG members an opportunity to apply.

a. By signing the "Request for Fill" SF-52-B, supervisors are agreeing to the statement that "this vacant position has been reviewed as required by the position management plan and I certify it to be accurately described and necessary."

b. The vacancy announcement will contain the following information as a minimum:

- 1) Title, series, grade and salary range of the position.
- 2) Type of appointment: Excepted, Competitive, or AGR
- 3) Military Requirements: Officer, warrant officer, enlisted and grade/MOS/AFSC compatibility requirements.
- 4) Organization and geographical location of position.
- 5) Area of consideration.
- 6) Announcement number.
- 7) Opening and closing dates.
- 8) Information regarding known promotion potential, if applicable.
- 9) Summary of duties and minimum qualification requirements.
- 10) Knowledge, skills, and abilities (KSAs) necessary for successful performance in the position.
- 11) Special conditions of employment.
- 12) Instructions for applying.
- 13) Unit of military assignment and projected military grade, if known.
- 14) EEO statement. This following statement is required verbatim on all announcements: "*The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.*"

4-3. POSTING OF ANNOUNCEMENTS. Base/Installation/Unit/Activity Commanders/Supervisors, are responsible for ensuring vacancy announcements are posted on bulletin boards immediately upon receipt and ensure they remain in place during the open period. They will be posted conspicuously in those areas most accessible to all members of the National Guard. Supervisors and activity managers must recognize that the most effective means of securing a sufficient number of applications is to publicize vacancies to the maximum extent possible.

4-4. AREAS OF CONSIDERATION (EXCEPTED AND ANG AGR POSITIONS). Excepted status positions (dual status, or DS) and AGR positions are those positions that require membership in the National Guard.

- a. All positions will initially be announced for current members of the Arizona Air or Army National Guard, and may be open to those eligible to become members.
- b. If this initial announcement fails to recruit a sufficient amount of qualified applicants (minimum of 3), then the Selecting Supervisor may request approval to expand the area of consideration with written justification.
- c. Positions that are considered hard to fill based on past history may be given the authority to recruit nationwide on the first announcement.

4-5. AREAS OF CONSIDERATION (COMPETITIVE POSITIONS). Competitive status positions (non-dual status, or NDS), are those positions that do not require membership in the National Guard.

- a. The Position Description and the availability of NDS resources dictate whether the position may be announced as NDS.
- b. Priority Placement Program, also called the CARE program. The Department of Defense (DoD) established a database that contains the names of DoD Priority Placement Program (PPP) Registrants displaced by Reduction In Force actions within DoD. Individuals whose names are registered with the DoD PPP have priority consideration for Competitive Federal Civil Service positions within DoD. Therefore, before any Competitive service position may be advertised or filled, the Human Resources Office must contact DoD to determine if there is a priority registrant who is qualified and interested in the position to be filled. If there is, that individual must be offered the position. If they accept, they are placed in the position. If they decline, the position will be advertised and filled in accordance with the Merit Placement Plan.
- c. Certificate of Eligibles. A certificate of eligible applicants will be requested by the HRO. The Area of Consideration (AOC) may be limited to a specific applicant target pool when a Selecting Supervisor indicates there are a sufficient number of competitive applicants (three or more) available to apply.

4-6. SOURCES FOR RECRUITING APPLICANTS.

- a. Filling a Position at a Lower Grade. Management may advertise a position at multiple grade levels if allowable by the Position Description. All eligible applicants will be certified in accordance with the appropriate provisions of this Plan.
- b. Paid Advertising. On very rare occasions it may become necessary to pay for public advertising in order to provide an adequate supply of qualified applicants for selection consideration, and may be used when the area of consideration fails to produce a sufficient number of qualified applicants. **The requesting organization will bear the cost of any fees associated with paid advertising.**

4-7. RELOCATION OR PERMANENT CHANGE OF STATION (PCS). A certified applicant who lives beyond the commuting distance will not be denied proper consideration solely due to lack of PCS funding. The impact of a PCS move and its related expenses should definitely be a consideration but only **prior** to initiating a fill request. The time to address the matter is when the "area" of search is being considered. If PCS funding will not be available, such information must be noted on the vacancy announcement so that applicants can make an informed decision on applying for positions. If a position is announced as "no PCS available," a subsequent decision to reimburse such expenses constitutes a change in conditions and will require re-announcement of the position. In lieu of funding a PCS move, a Relocation Incentive may be offered and may be included on the announcement (see the AZ Recruiting, Relocation, and Retention, or RRR Plan on the HRO website for more information).

4-8. NON DUAL STATUS (NDS) – NEW APPOINTMENT PROCESS.

a. Merit Placement for NDS positions that are being recruited from outside the current National Guard applicant pool will be referred to as a “Request to Fill NDS New Appointment”.

b. The National Guard does not have the legal authority or an exception to the legal authority as outlined in Title 5 and 5 CFR for NDS positions. Appointment authority for NDS competitive positions is granted only to the Office of Personnel Management (OPM) or to a Designated Examining Unit (DEU) as certified by OPM.

c. Determination of available NDS resources and authorization for usage of a NDS authority is based on factors that must be approved prior to announcing and filling a position as NDS. The position description (PD) must allow a NDS appointment; in addition, funding must be available to support the position salary and announcement/qualification process as outlined below. Authorization from the Chief of Staff (Army) or the Wing Commander (Air) must be received prior to requesting a fill action. Approval by NGB-J1-TNS must be secured in order to submit a request to the examining authority. The tenure authorized for the NDS fill action is based on manpower voucher authorizations, unit manning documents and the HRO local manpower documents.

d. The DoD Program for Stability of Civilian Employment (known as the Priority Placement Program (PPP)), directs priority placement for DoD personnel who have lost their positions due to RIF, reorganization, or base closure. This DoD program is a MANADATORY requirement as governed by law. This program is applicable to NDS positions in the National Guard Technician Program. The purpose of this directive is to promote stability of employment for civilian employees affected by changing manpower requirements and provides maximum opportunity for placement in other DoD positions. Consistent with this policy, a strong placement assistance program shall be maintained to minimize the adverse effects on employees.

e. Filling NDS positions designated “new appointments” for the National Guard must be managed, announced and appointed by the following merit placement process. This hiring process will be managed by the San Francisco DEU as follows:

1) The Selecting Supervisor will:

a) Submit a completed SF 52 with the requested action title of “Request to Fill NDS New Competitive Appointment” in Part A, block 1.

b) Part B, block 15 must be completed to with the position title as it appears on the PD. Block 16, 17 and 18 must also be completed with applicable corresponding PD authorizations. Block 22 must have the correct unit identification information.

c) Part D must include selecting factors and required fill information as follows:

(1) Selecting Supervisor’s name and phone number.

(2) Number of days requested to advertise.

(3) If requesting a multi-graded fill, all applicable grade level information must be entered.

(4) Name(s) of position encumbent who is retiring, vice name (individual who has left the position) or “New NDS Fill”.

(5) Area of Consideration: (nationwide, length of announcement period, etc).

(6) NOTES or Conditions of employment (requires top secret clearance, works rotating night shifts, etc.)

(7) Desired specialized experience, education or certifications applicable to the position.

(8) Place the statement "I have verified that this is a valid NDS vacancy and that prior approval has been granted to fill this as a NDS appointment.

d) Attach a memorandum with current position Knowledge, Skills, and Abilities (KSA). The memorandum must also include criteria for evaluating each KSA element to include the measurement criteria to be applied in the determination process of how an applicant is considered highly qualified, fully qualified or minimally qualified.

e) Supervisors may request a "by name applicant" if they have an individual that is highly qualified. To request a "by name applicant" fill, the supervisor must attach a memorandum requesting a "by name applicant" applicant which includes a justification statement of the applicant's qualifications. The applicant will be required during the application process to demonstrate to the examining unit their qualifications.

f) Submitting a "by name applicant" request IS NOT A GUARANTEE that the individual will be qualified by the examining unit. In order for the "by name applicant" to be selected they must be rated by the examining unit and certified to be in the top three applicants. Other rules may apply and changes to this process may be made at any time, therefore, selecting supervisors requesting a "by name applicant" must work closely with the staffing specialist(s).

2) The HRO will:

a) Review all documents submitted by the selecting supervisor for completeness. Verify the NDS authorization, validate funding and assure PD is applicable and current.

b) Prepare and submit the SF-39 Request for Certified Eligible's to NGB-J1-TNS for approval and authorization to execute a NDS appointment request.

c) Initiate a PPP requisition for the position being submitted for fill. The PPP must be cleared IAW DoD directives during the announcement and selection process. This is done to provide affected DoD employees currently registered in the program the opportunity to be offered a position for which they are fully qualified. Policies and regulatory guidance for managing this program is subject to change at any time. Any PPP registrant determined fully qualified will be made an offer which will override a "by name applicant" request and/or terminate a current vacancy announcement as the agency is mandated to accept the fully qualified PPP registrants by law.

d) Once NGB-J1-TN approval is received and the SF-39 is submitted to the DEU, all coordination required for the announcement and selection process will be managed by the HRO Staffing personnel.

e) Upon notification from the DEU that a Certificate of Eligibles has been prepared the Staffing Specialist will procure the certificate and applicable resumes from USA Staffing, print all necessary documents, prepare and issue the selection package to the selecting supervisor.

f) Monitor the selection and interview process as outlined in Section 7 of this plan.

g) Once a selection is made the Staffing personnel will coordinate with the DEU for their approval and authority to make an offer of employment. Only the HRO Staffing Specialist are authorized to make an "Offer of Employment" for NDS positions. Supervisors and Nominating officials ARE NOT AUTHORIZED to make an offer of employment for NDS positions.

h) HRO Staffing personnel will establish a start date for the selected applicant and coordinate with the Selecting Supervisor and losing agency if the applicant is a current federal government employee.

i) Staffing personnel will schedule the New Employee Orientation Briefing and advise the applicant of required documentation and information needed at the time of the briefing

j) All selected NDS applicants must attend the new employee orientation regardless of their current employment, tenure or type.

3) Due to the constantly changing NDS position management directives, recruitment and placement policies, regulations and laws, the HRO Staffing section will be the primary point of contact for all merit promotion and placement actions for NDS position fill actions.

SECTION 5. APPLICATION PROCEDURES

5-1. APPLICATION PROCEDURES for Excepted and Competitive technician positions and ANG AGR positions.

a. All applicants must apply using the forms dictated in the vacancy announcement. Applicants who fail to submit all required forms, properly completed, and signed where required, will not be considered.

b. It is the applicant's responsibility to carefully review the entire vacancy announcement and document their own experience, education, and other related factors when submitting their application. An application may be submitted if the minimum qualification requirements and selective placement factors are met.

c. Applications must be received in the Human Resources Office **no later** than 1530 on the **closing date** of the announcement. Applications, including attachments or other data, received after the closing date will not be accepted. **The Human Resources Office will not accept faxed applications.**

d. Qualifications and application information may be verified with current and former employer(s) or supervisor(s). Current and former supervisors may be contacted to verify employment history and to obtain references.

e. Guidance for completing an application package is clearly listed on all vacancy announcements. Any questions regarding the position, duties, responsibilities, and KSAs not already defined in the announcement, should be directed to the Selecting Supervisor.

f. Applicants for AGR and Excepted positions may be asked to provide military qualification information, as requested by the Selecting Supervisor. Military qualification information may include current fitness and weight records, verification of medical readiness, copies of recent military performance evaluations (OERs, OPRs, EPRs, NCOERs, etc.) or other documents of a military nature deemed applicable to the position. Specific documents will be requested when the interview is scheduled and will be hand-carried to the interview; for phone interviews, documents will be faxed or mailed and must be received by the Selecting Supervisor prior to the scheduled interview.

SECTION 6. APPLICANT EVALUATION

6-1. GENERAL. The Applicant Evaluation Process refers to the steps used in evaluating applicants: determining applicant's eligibility, and determining if applicant minimally meets the Specialized Experience for the position. The Applicant Evaluation Process is applicable to all positions covered by this Plan.

a. Only those applicants who meet the minimum qualification requirements will be considered. The HRO will make this determination by evaluating the application and determining if the applicant falls within the vacancy announcement's Area of Consideration (AOC). Applicants who do not fall within the AOC will not be considered.

b. Qualification Standards. The National Guard Technician Qualification Requirements reflect the minimum qualifications and Knowledge, Skills and Abilities (KSA) required for positions filled under this Plan. Every applicant who meets or exceeds the applicable minimum qualifications, selective placement factors (if any), and KSAs is considered minimally qualified for the position.

c. Selective Placement Factors. In some instances, a job or job environment will necessitate an additional basic, or minimum qualification requirement that must be met. These additional, essential requirements are referred to as "selective placement factors." Documented justification must be on file regarding the relationship to the actual duties of the specific job to be filled. When "selective placement factors" are identified and are approved as essential by the Human Resources Office, the factors become part of the minimum requirements for basic eligibility. Applicants who do not meet the established selective placement factors are ineligible for the specific position to be filled. These selective placement factors are listed as NOTES under the "Area of Consideration" and are considered conditions of employment; applicants will not be considered if they do not meet the requirements.

d. Specialized Experience. This evaluation will also include determining if applicants meet the specialized experience qualification requirements identified in the job announcement. Where applicable, substitution of education/training for specialized experience may be allowed in accordance with National Guard Bureau and Office of Personnel Management qualification requirements. Each applicant's pertinent education, training and experience directly related to the position will be carefully evaluated for their relevancy to the position.

e. Crediting Plans for Competitive Positions. When deemed necessary by the HRO, applicants for Competitive positions will be qualified using a Crediting Plan developed by HRO.

6-2. PROTECTION AGAINST COMPROMISE. Applicants having advance knowledge of evaluation or interview materials have an unfair advantage in placement consideration. Applicant evaluation materials not specifically identified for use by and/or access to applicants are treated as CONFIDENTIAL MATERIAL, FOR OFFICIAL USE ONLY. Availability is limited to Human Resources Office management, Staffing personnel, Selecting Supervisors, Selection Board members, and those officially responsible for the program or placement reviews, such as the Office of Personnel Management, National Guard Bureau survey teams, grievance examiners, and arbitrators. Any person who divulges such information will be subject to appropriate disciplinary action.

6-3. RESTRICTED PRACTICES. The following occurrences will lead to suspension of the competitive action in progress and will require notification to all applicants under consideration before action is continued or a new action is initiated:

a. Change in basic qualification requirements or knowledge, skills, and abilities (KSAs) after recruitment action has begun (e.g. vacancy announcement published).

b. Compromise of evaluation information.

c. Discovery of applicants eligible for non-competitive consideration after competitive procedures have been initiated (i.e. individual who was eligible for but not considered for priority placement).

d. Resource or funding restrictions imposed before the Selecting Supervisor makes the final discretionary act of selecting an applicant.

e. Increases or reductions in the number of positions to be filled when such changes affect the conditions under which the current placement action is being taken.

f. Discovery of a procedural, regulatory, legal, or program violation. The allegation of such violations **will suspend the selection process until the issue is resolved (as determined by the HRO or designee).**

SECTION 7. REFERRAL AND SELECTION

7-1. GENERAL.

a. Selection packages will be held a minimum of 24 hours after the closing date before certifying applicants.

b. After certifying applicants, HRO will complete the Referral and Selection Register, AZHR Form 335-5-R, Qualified applicants will be placed on the referral register alphabetically.

c. If the announcement produces fewer than three qualified applicants, those applicants will be referred without extension of the announcement, provided this is acceptable to the Selecting Supervisor

7-2. SELECTION BOARDS. The purpose of convening a Selection Board is to create an unbiased panel to fairly and thoroughly examine each applicant's credentials and suitability for the position advertised. The Selection Board will determine the applicant who is "best qualified" and the "best fit for the position and the organization" and make a recommendation to the Nominating Official. The Selection Board process does not apply to certification packages where no board is required (i.e. three or fewer applicants). HRO may delegate the authority to HRO Remotes to manage the selection process or parts thereof on behalf of the HRO.

a. The Adjutant General delegates authority to the HRO to direct appointment and conduct of the Selection Boards.

b. The Adjutant General reserves the authority to hold specific boards at the State level.

c. The Selection Board will include three members. In addition, a non-voting recorder (any grade) may be appointed to maintain a record of board actions.

d. Selection Boards may include full time AGR or technician personnel, traditional guard members, and civilian employees.

e. All board members must be of equal or senior in military rank to the highest military ranked applicant being interviewed to include being equal to or higher ranked in civilian pay grade as well.

f. Prior to conducting interviews, a Request for Certification of Board Membership, HRO Form 11, will be submitted to the Human Resources Office (HRO) to verify all board members have completed the HRO Interview Class **within the past three years**. Individuals not certified as having completed the course within the past three years must complete the requirement prior to interviews being conducted, or alternate board members will be named who meet the requirement. Refer to the HRO website www.azguard.gov/hro for more information on the interview course.

g. The senior voting member of the board is determined by military rank or civilian grade and will serve as the board president. Where military and civilian seniority conflicts exist, the Nominating Official will determine the senior member.

h. Nominating officials will make every effort to avoid the perception of a conflict of interest when determining board membership.

1) If applicants name a potential board member as a personal reference, excluding immediate supervisors, that individual will not be able to be on the board.

2) Family members of applicants being considered will not serve as a board member or recorder. See GLOSSARY for definition of "Relative".

i. Selection Boards should include female and/or minority membership whenever possible. Boards which consider female and/or minority applicants MUST include such representation or document why this was not possible. Documentation will accompany the Request for Certification of Board Membership submitted to HRO.

j. Boards considering applicants for JAG, Chaplain, or Medical positions will have at least one board member from the specialty being considered.

k. Boards considering applicants for recruiting and retention positions will have at least one board member from the recruiting and retention force.

l. Static boards with a fixed membership will not be established except for positions that are open until filled, however these require prior approval from the HRO.

7-3. RESPONSIBILITIES OF THE SELECTING SUPERVISOR AND NOMINATING OFFICIAL. The Selecting Supervisor must provide the proposed interview questions to HRO prior to requesting and receiving the selection package. Selecting Supervisors may establish a minimum score, or cut off, for the application and interview matrices to be used in determining if applicants meet the minimum knowledge, skills and abilities required. Selection packages will not be released until the interview questions are approved. Selection packages will consist of the following documents:

- a. Request for Certification of Board Membership (when applicable), HRO Form 11
- b. Memorandum of Placement Instructions (for both AGR and Technician vacancies)
- c. Approved Interview Matrix
- d. All applications with attached documents/forms
- e. Referral and Selection Register AZNG Form 335-5-R
- f. AZNG Equal Employment Certification AZNG Form 335-6-R
- g. AZNG HRO Interview Summary Score Sheet
- h. Two copies of the Vacancy Announcement
- i. Confidentiality Statement, HRO Form 10

7-4. INTERVIEW PROCESS. The Nominating Official, Selecting Supervisor and Selection Board Members are responsible for assuring that the interview process as outlined in this directive is adhered to. Failure to adhere to this directive in its entirety will result in a Procedural Violation as explained in Section 9. All procedural violations will be investigated and a corrective action will be instituted as directed by the HRO.

a. Upon receipt of a Selection Package to include a properly certified Selection and Referral Register, AZNG Form 335-5-R from the HRO the Selecting Supervisor is responsible for:

1.) Assuring each applicant is provided the opportunity for a personal interview. The Selecting Supervisor or Selection Board **will** interview the applicant by phone if the applicant is not able to be present for a personal interview due to distance or other extenuating circumstances. Unsuccessful attempts to contact applicants will be recorded and documented by use of an official Memorandum for Record. This memorandum will be forwarded to the HRO with the selection package.

2.) Selection Board members will score each applicant individually, group scoring is prohibited.

3.) All Selecting Board Members participating in the interview process of applicants must have attended the HRO Interview course within the past three years.

4) Each applicant is given the same exact treatment. A matrix will be used to ensure each applicant is rated under the same criteria for both the application and interview portions. The selection matrix will consist of two parts. One part must cover the evaluation and review of the application and one part covering the interview process. Failure to adhere to this format will be considered a procedural violation of this Plan and may result in the selection process being over turned and will stop all placement actions of the selected individual.

b. The Interview and Selection process consist of two separate parts. The first part of the process will consist of an application matrix that reviews/scores the application information provided by each certified applicant as outlined below:

1) This matrix as a minimum will include evaluations of civilian/military education directly related to the position, civilian/military experience directly related to the position, and the quality of that experience directly related to the position.

2) This matrix may also include evaluations of observations that occur during the interview process i.e. verbal communication skills, military appearance, appearance of the application may also be rated in this part. If the Selecting Supervisor wishes to evaluate military appearance each applicant must be informed of the type of uniform to wear and that they will be evaluated on their uniform appearance prior to the interview being conducted. It is suggested that this information be given to each applicant at the time the interview is scheduled.

c. The second part of the Interview and Selection process consist of an applicant interview. The interview is scored by using an Interview matrix that is developed to enable the Selection Board Members to score the interviews of each applicant and reach a determination of which applicant is the best qualified or "best fit" for the position. Additionally, the interview process should be used by the Selection Board Members to verify and validate the information on the applicant's application in relation to the knowledge, skills and abilities required to successfully perform the duties of the position. The interview process and matrix will consist of the following:

1) All applicants will be asked the same exact questions, by the same board member, in the same order.

2) This matrix **must have only job-related questions that have desired responses with assigned point values.** The point value of each question should be weighted in consideration of its applicability to the position. Selecting Supervisors must be able to provide rationale as to why they believe a question(s) deserves more points.

3) Open-ended questions designed to determine each applicant's knowledge, ability and skills will be used. Test questions will not be asked. Situational and behavioral questions may be asked in order to determine the applicant's demonstrated experience to solve problems or to reach positive results in the performance of their duties.

4) Proficiency examinations/tests will not be used. Proficiency certificates may be required if indicated on the position announcement.

5) Board members will evaluate an applicant's responses in relation to the organization, position, and workcenter culture.

6) Each board member will keep in mind the values of the Arizona National Guard to ensure and maintain equal opportunity, integrity, and fairness.

7) The Board President will conduct the board as follows:

- a) Conduct all proceedings in closed session IAW the HRO Interview Course Instructions.
- b) All applicants will be asked the same question(s) by the same board member.
- c) Determine "best qualified" and/or the "best fit" for the position and organization using:
 - (1) Personal interview review and score.
 - (2) Military and/or civilian education of the applicant.
 - (3) Military experience and training in a career field directly related to the position.
 - (4) Civilian experience relevant to the position
 - (5) Military Performance evaluations.

d. When three or fewer qualified applicants are forwarded on the Selection Register, the Selecting Supervisor may select from these applicants or request that the vacancy be re-announced. If selecting from the list of three or fewer applicants, the Selecting Supervisor may conduct one-on-one interviews. During the one-on-one interview, the Selecting Supervisor must conduct a structured interview using an approved matrix or they may convene a selection board as outlined in this directive. The one-on-one selection process will be documented on the proper forms as outlined in section 7-5-b below and returned to the HRO or the Remote Designee with the selection package for review and approval/disapproval. After consulting with HRO or Remote, the Selecting/Nominating Official's may either offer or decline to offer the position. If no selection is made, see instructions in paragraph 7-5-h below.

e. The Selecting Supervisor is required to select the highest scoring applicant or they may select an applicant that scores within 10% of the highest score, who is determined to be the "best fit" for the organization and the position. The supervisor must base a "best fit" selection on job-related factors which may include the applicant's character, and other position-related intangibles (such as customer service skills, leadership skills, etc.) as outlined in the Interview matrix, including the applicants' potential to successfully perform at the target grade level, if the position has known promotion potential. The selection of an applicant must be made without discrimination or favoritism based on personal relationships. An applicant that is selected using the "best fit" determination will be annotated on the Referral and Selection Register as outlined in paragraph 7-5-b.

f. Confidentiality of the board actions is mandatory, including the selection or non-selection of an applicant. All board members will sign a confidentiality statement agreeing not to discuss the board proceedings except with other duly appointed board members, The Adjutant General, Assistant Adjutant General, HRO, SEEM, Labor Relations, AGR or Staffing section personnel, or investigating officials appointed by The Adjutant General or designated representative in the event a grievance is filed. The proceedings or any other matters relating to a specific hiring package will not be discussed or disclosed by the board members to any individual at any time.

g. Tally the points awarded to each applicant on the AZNG HRO Interview Summary Score sheet and the board will establish an order of merit listing (OML), ranking the applicants as "best qualified" and "best fit for the position and organization" from highest to lowest. The applicant selected is the applicant with the highest total score and/or the applicant that best fits the position and organizational needs. The remaining applicants are rated as non-selected. If the board recommends selection of an applicant who is NOT the highest scoring applicant, but is determined to be the best fit, the Board President, on behalf of the Selection Board must indicate the reason for non-selection of the highest scoring applicant; this rationale must be forwarded to HRO with the Merit Placement Package for approval. Possible reasons for non-selection are listed below:

- 1) A personal reference that is not favorable regarding performance, attendance, or character, or behavior not becoming a National Guard Employee.
- 2) Evidence of disciplinary actions within the last three years of a nature that leads the Selecting Supervisor to question the applicant's integrity.
- 3) Evidence of an inability to obtain required security clearances.
- 4) Evidence or the conflict of information presented by an applicant either in their application or during the interview that leads the Selecting Supervisor to the conclusion that fraudulent information was submitted by the applicant, either orally or in writing.

7-5. POST-SELECTION REQUIREMENTS.

a. The Selecting Supervisor will complete the Referral and Selection Register. Selection from the register (completion of the Selection Board) must be made **within 10 workdays** after receipt of the selection package. If there is an unavoidable delay, the Selecting Supervisor or designee will submit request for extension in writing to HRO with justification; emails will be accepted.

b. Upon completion of the board proceedings, the Selecting Supervisor must complete and return the properly signed and completed originals of the following to HRO **within 25 days of closing date of announcement** in order for HRO to notify applicants within 30 days that a selection has been made:

- 1) All information, application and interview matrices and scores relating to the interviews
- 2) Referral and Selection Register AZNG Form 335-5-R
- 3) AZNG HRO Interview Summary Score Sheet AZNG 335-7-R
- 4) AZNG Equal Employment Certification AZNG Form 335-6-R
- 5) All original applications, including any attachments
- 6) Memorandum of Placement Instructions
- 7) All original interview documentation, notes and records of board proceedings
- 8) Original select/non-select letters with envelopes; HRO will mail these once the package is approved
- 9) Confidentiality Statement, HRO Form 10

c. Records of all board proceedings and substantiating paperwork will be maintained on file in HRO for two years.

d. No promise of accession or any monetary incentives will be made to any applicant until the HRO, or designee, approves the selection. In some cases, the HRO will only provide this authorization after a thorough review of the selection package and documents. Upon HRO approval, the Selecting Supervisor will be contacted by HRO or Remote Designee to begin official notification and coordinate the earliest possible start date for the selected applicant. New hires can only begin their employment at the beginning of a pay period; **NO EXCEPTIONS** will be granted.

e. Once the Selecting Supervisor is notified of HRO approval of the proceedings, they will contact the applicants via phone and inform them of outcome. The Selecting Supervisor is responsible for coordinating a start date for the selectee based on the "not earlier than" date from HRO. The Selecting Supervisor will then notify HRO of the proposed start date.

f. The HRO will mail the letters of selection / non-selection provided by the Selecting Supervisor after notification of a start date is received.

g. The selectee will not report for duty until they have been contacted by the HRO regarding attendance at the new employee orientation (NEO); the selectee's first work day will be the date of the NEO (normally the first work day of the pay period).

h. If a selection is not made, the Selecting Supervisor must notify the Nominating Official in writing stating specific reasons why no selection was made and include with the Selection Register when submitting the package to HRO. The Selecting Supervisor should then request assistance from the HRO in locating additional applicants.

i. Coordination on the release date is made with the losing supervisor when two separate activities are involved.

j. Grade inversion is prohibited. Because of the National Guard's unique statutory requirement for a dual status system, an individual selected within the Technician or AGR program for a position requiring supervisory duties must be senior or equal in military rank to those he or she supervises. Unit of assignment or service component of the individual does not change this requirement. The Position Description identifies the Work/Wage Leader position as neither managerial nor supervisory. The Work/Wage Leader position does not meet the Congress/OPM definition of a supervisor. Therefore, the portions of TPR 303 which require the application of military grade inversion requirements to any position that has direct supervision over subordinate personnel do not apply to a Work/Wage Leader position.

k. The Selecting Supervisor must abide by all Federal guidance on the restriction regarding Employment of Relatives, which states Public Officials may not advocate a relative's appointment, employment, promotion, or advancement anywhere in their agency nor in an agency over which they exercise jurisdiction or control, and they may not appoint, employ, promote, or advance one of their relatives or the relative of any other public official in the agency if that official has advocated the action.

l. For Excepted positions, the Selecting Supervisor must ensure that the individual selected occupies a military position that is compatible in accordance with established NGB Military Compatibility Criteria and **be assigned to a valid vacant UMD position**. If the individual is not compatible, whether through unit/organization of assignment, or AFSC/MOS/AOC, forward documentation to HRO along with the selection package showing the individual has been placed into a compatible position. Selectees can not be placed or appointed to the position until they meet minimum compatibility requirements.

7-6. RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE. When all placement records have been returned to the HRO, the HRO will:

- a. Ensure all legal and regulatory requirements are met before a placement action is made.
- b. Confirm the selectee for an Excepted position is assigned to a compatible military position. (Military guidelines will govern any training involved with the military placement).
- c. Verify calculations on the matrices.

- d. Notify the Selecting Supervisor to proceed with notification of selectee and coordinate a start date with the Selecting Supervisor.
- e. Send prepared selection/non-selection letters.
- f. Prepare Merit Placement Folder.

SECTION 8. PLACEMENT RECORDS

8-1. MERIT PLACEMENT FOLDERS.

a. For each competitive selection action processed under this Plan, the merit placement folders are established for each vacancy announcement and will include :

- 1) All items included as part of the Selection Package from the Nominating Official
- 2) Identification of the specific position filled, including organization and geographic location (copy of SF 52, Request For Fill).
- 3) Brief description of duties.
- 4) Minimum qualification standard, including any selective placement factors applied.
- 5) Knowledge, skills and abilities.
- 6) Rating/ranking methods used.
- 7) Area of consideration.
- 8) Method(s) used to locate eligible applicants, e.g., vacancy announcements, etc. Copies of vacancy announcements (including all amendments) or paid advertising materials used will be included.
- 9) Description of concurrent consideration sources (if applicable, consideration of voluntary applicants).
- 10) Qualification determinations on each applicant, including copies of information used, individual qualification record, rating and ranking worksheets, etc., in making determinations.
- 11) Copies of notification sent to non-qualified applicants, if applicable.
- 12) Identification by name, position title, series, grade and organization of persons involved in the evaluation of applicant qualifications.
- 13) Any other correspondence or documentation as deemed necessary by the HRO or the Nominating Official.

b. Merit placement folders will not include the selectee's application package since this is filed in the Official Personnel File. All other application packages will be included in the Merit Placement Folder.

SECTION 9. EMPLOYEE COMPLAINTS AND GRIEVANCES

9-1. GENERAL. Management and the Human Resources Office, as appropriate, will be fully responsive to any employee questions, concerns, or complaints regarding this Merit Placement Plan or specific placement actions. Every effort will be made to resolve questions or complaints at the lowest level on an informal basis.

9-2. GRIEVANCE PROCEDURES.

a. If a matter cannot be resolved informally and the employee wishes to pursue a formal grievance, it must be processed under applicable negotiated grievance procedures. Employees may contact their supervisor, labor union representative, the Inspector General (for AGR grievances), or the Human Resources Office for further information about grievance procedures.

b. Non-selection due to favoritism, nepotism, or other non-merit factors is grievable. The allegations of such violations will suspend the selection/placement process until the issue is resolved.

9-3. NON-GRIEVABLE MATTERS. Complaints based solely on non-selection from a properly developed roster of qualified applicants are not grievable.

APPENDIX A

INSTRUCTIONS FOR PREPARATION OF SF 52-B.

**THIS APPENDIX RESCINDED. PLEASE REFER TO THE HRO WEB SITE AT
www.azguard.gov/hro FOR INSTRUCTIONS ON COMPLETING THE SF 52-B

APPENDIX B

PRIORITY PLACEMENT PLAN (PPP)

HRO will maintain a register of over-graded full time personnel (technician or AGR) entitled to grade retention as a result of Reduction In Force or reclassification action. These technicians employees will be afforded priority placement as outlined below. Such priority placement efforts will precede normal placement actions. Nothing in this Plan negates The Adjutant General's prerogative to convert vacancies from technician to AGR or vice versa.

- a. In order to be considered for priority placement, personnel must meet all position qualifications and military requirements.
- b. If a vacancy of equal or intervening (lower) grade exists for which the technician is fully qualified, the technician will be offered the position without competition if it is within the commuting area. If it is a lower graded position, the employee will remain on the PPP until a suitable position of equal grade becomes available, or until register time limits expire, whichever occurs first.
- c. If a vacancy exists and there are no PPP registrants within the commuting area, the position will be offered to PPP registrants outside the commuting area before any other placement action is considered. If a technician refuses the offer of a position outside the commuting area, they will remain on the PPP register.
- d. If there is more than one eligible employee on the priority placement register, the Selecting Supervisor will be given a list of eligible employees from which to make a selection.
- e. For technicians on grade / pay retention, such retention will be terminated if the technician refuses the offer of a position equal to the retained grade or an offer of an intervening grade.
- f. AGR's demoted not for cause (reset action, etc.) are handled IAW applicable NGB and state regulations and policies. These members will be added to the PPP register and offered positions as available without competition. AGRs promoted using temporary promotion authority will NOT be considered for placement on the PPP register upon termination of the temporary promotion.

APPENDIX C

GUARD REMEDY FOR ACADEMIC DEVELOPMENT (GRAD) PROGRAM

****THIS APPENDIX RESCINDED****

The GRAD program was designed to enhance the Arizona National Guard's ability to fill lower-graded positions, however, its practicality has outlived its purpose therefore, the GRAD program has been abolished. Supervisors may utilize part-time employment for technicians wishing to continue their education within their employment authorizations.

APPENDIX D

GLOSSARY

AREA OF CONSIDERATION (AOC): The geographical/organizational area in which an intensive search for eligible applicants is made.

CHANGE TO LOWER GRADE: As outlined in 5 CFR, a personnel action that moves employee to:

1. a position at a lower grade when both the old and new positions are under the same pay schedule, or
2. an action that moves an employee to a position with a lower rate of basic pay when both the old and the new positions are under the same pay schedule .

COMMUTING AREA: Any distance of travel from an employee's OFFICIAL duty station not exceeding a 50-mile radius.

COMPETITIVE PLACEMENT ACTION: Filling a position within an appropriate area of consideration in accordance with the principles of open competition, the Federal Civil Service laws, rules and regulations, NGB regulations, and the Executive Orders that prohibit discrimination or influence in government employment.

DESIGNATED EXAMINING UNIT (DEU): An agency or office that has been granted the authority by the Office of Personnel Management to advertise, examine and certify applicants for valid NDS vacancies and approve appointments under Title 5 and 5 CFR.

DETAIL: A temporary assignment of an employee to a different position for a specified period, without change in the employee's pay status.

FULL TIME EMPLOYEE: For the purposes of this Plan, a current full time, part time, technician, AGR member, or temporary employee who received an appointment in the AZ National Guard through a competitive process as outlined in this regulation regardless of tenure. State employees of the Department of Military and Emergency Affairs whose position requires military membership in the Arizona National Guard are to be considered full time employees IAW Section 1, Paragraph 3-e of this directive. Temporary employees who received their appointments without a competitive process **are not** considered full time employees.

MINIMUM QUALIFICATIONS: The lowest level of education and experience requirements established by NGB/Federal Civil Service for a position that would allow an applicant possessing the specialized experience, knowledge, skills and abilities at the prescribed level to perform the duties of the position.

NON-DUAL STATUS (NDS): Full time National Guard employees that do not have a requirement to hold military Dual Status membership in the National Guard as a condition of their employment.

NON-COMPETITIVE PLACEMENT: A promotion (IAW this Plan), change to lower grade, reassignment, transfer, reinstatement, detail, or appointment made without competing with other persons, based on prior service experience.

NOMINATING OFFICIAL: A management official authorized to approve the initiation of a request to fill a position and to recommend a person for placement in a position as a part of a competitive or non-competitive selection process.

OVER-GRADE: Also “retain grade.” An employee who is impacted by reset, restructuring, re-organization, reclassification, stationing, etc. who retains the grade of the position from which he or she was reduced for a period not to exceed 2 years, for pay and benefits purposes.

OPEN ANNOUNCEMENTS: Open announcements do not have a closing date, but are “open until filled.” Open announcements will only be done with prior written HRO approval. Open announcements may be used to advertise positions that are recurring or traditionally hard to fill. **Open announcements will run “open and continuous” for no more than one year. At the expiration of open period, announcements will be automatically closed and notification sent to the Selecting Supervisor.** Open announcements will be canceled if the position is no longer vacant, at the end of the **period**, if requested sooner by the Selecting Supervisor, or at the close of the calendar year. Applicants affected by the closure of open announcements will be notified by the HRO and will NOT be carried forward to a new open vacancy. **Applicants who have been interviewed and not selected will NOT be carried forward to a new open vacancy announcement.**

PERMANENT CHANGE OF STATION (PCS): Defined as a required employee move from one geographic work location or official duty location to another official duty location that is at least 50 miles away. Movements within the 50 mile radius are not considered as PCS moves IAW Title 5 and the CFR 5. Moves within the 50-mile radius may be considered for a relocation incentive when authorized by the supervisor and approved by the HRO IAW the AZNG Recruitment, Relocation, and Retention Plan which can be found at www.azguard.gov/hro.

PRIORITY PLACEMENT: An exception to the competitive promotion procedures. This action will precede normal placement actions to allow employees entitled to grade retention to be retained or re-promoted to positions for which they meet all qualification and compatibility requirements..

PROMOTION: A change of an employee to a higher grade, or higher representative rate of pay when the old and new positions are in different pay systems.

PUBLIC OFFICIAL: Anyone who, by law, rule, regulation, or delegation has appointment or promotion authority within his or her organization, or authority to recommend employees for appointment or promotion. Thus, any supervisor, personnel or placement officer, regardless of grade level, who has authority to appoint or promote, or to recommend the appointment or promotion of employees, is a public official. However, making a determination that a person is eligible for appointment under applicable laws, regulations, or standards does not of itself constitute a recommendation.

QUALIFICATION STANDARDS: NGB and OPM authored guides which are used to qualify applicants for positions.

REASSIGNMENT: Moving an employee from one position to another without promotion or change to lower grade.

REINSTATEMENT: The non-competitive reemployment of a person formerly employed by this agency who held a permanent or indefinite appointment in the agency for more than three (3) consecutive years.

RELATIVE: The term "relative" includes the specific relationship stated in 5 USC 3110, such as father, mother son, daughter, brother, sister, uncle, aunt, nephew, niece, first-cousin, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

REPRESENTATIVE RATE: Means of making a comparison between the General Schedule and the Federal Wage System for the purpose of determining the type of personnel action (i.e. promotion, reassignment, change to lower grade). For this purpose, the fourth step of the GS grade and the second step of the FWS grade are the designated representative rate.

SELECTING SUPERVISOR: The supervisor charged with reviewing the applications, interviewing the applicants, and recommending a selection to the Nominating Official; normally the lowest level supervisor over the position to be filled. The Selecting Supervisor and the Nominating Official may be the same individual.

SELECTIVE PLACEMENT FACTORS: Additional basic or minimum qualification requirements that must be met if minimum satisfactory performance is to result.

SUBJECT MATTER EXPERT (SME): An employee called upon by the Human Resources Office to provide technical information and recommendations during the evaluation process. The experience and training of this employee would be significant enough for the employee to be considered an expert in a particular career field.

TECHNICIAN: A National Guard Federal Civil Service employee (Competitive or Excepted) conferred a permanent or indefinite appointment. For purposes of recruitment within this Plan, persons serving on Title 32 AGR tours of a continuing nature, persons serving active duty tours and extended active duty tours who have restoration rights to Federal technician positions in the State of Arizona, and State of Arizona employees of the Division of Military Affairs serving in positions requiring military membership will be treated as "technicians".

TEMPORARY APPOINTMENT: Employment limited to a specified period not to exceed 180 days. Temporary employees do not have protection from reduction-in-force procedures, may be separated at any time without cause, and do not serve a probationary period. A temporary appointment does not confer permanent status.

The proponent agency of this regulation is the Arizona National Guard Human Resources Office. Users are invited to send comments and suggested improvements to:

Arizona National Guard Human Resources Office
5636 E. McDowell Road, Bldg M5710
Phoenix, AZ 85008-3495
ATTN: AZAA-HRO

BY ORDER OF THE GOVERNOR



HUGO E. SALAZAR

Major General, AZ ARNG
The Adjutant General

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